



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 5/21/74	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received MAY 23 1974	Application No. 74-169
3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Game and Fish Department, Law Enforcement section 270 Washington Street, S.W. Atlanta, Georgia 30334		4. Person to Contact Idabell Donaldson	Date Completed JUN 18 1974
		5. Working Title Adm. Assistant	6. Tel. No. 656-3510

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED

8. Earliest & Latest Dates of Series 1952 - present	9. Exact Series Title (Agency Common Standard) GAME AND FISH LAW ENFORCEMENT REGIONAL/DISTRICT OPERATION FILE
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10. What is the function of the office in which this record series is created?

Law Enforcement captains at the regional and district offices supervise groups of rangers engaged in enforcing state hunting and fishing laws in an assigned area of the state. Duties include: assisting rangers with difficult investigations of game and fish violations; supervising the training of new rangers assigned to the area; submitting weekly reports of activities of rangers, district violations, and vehicle mileage reports; and informing the public of the various activities of the Department.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: the administration and operation of Game and Fish Law Enforcement Regional and District offices.

Included are: see attached sheets.

File is arranged: by fiscal year; then alphabetically by subject.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	180	270		12	18
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
			AVERAGE DAILY REFERENCES	This Year's	Last Year's
				Preceding Year's	All Prior Years

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-----|-----|
| 13. Is this the Record Copy of the series?
(Record copy of this series is retained in Atlanta offices for action) | [] | [X] |
| 14. Is there a duplication of this series in another office or agency? | [] | [X] |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | [] | [X] |
| 16. Does the series contain classified information requiring security handling? | [] | [X] |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | [] | [X] |
| 18. Could the function be performed if the files were lost or destroyed? | [X] | [] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | [] | [X] |
| 20. Does the record series provide data as input to an EDP file? | [X] | [] |
| 21. Does the record series contain documentation produced as EDP printout? | [] | [X] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | [] | [X] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | [] | [X] |

24. **REQUIREMENTS.** The following requires the files to be kept _____ years:

a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

see attached sheets.

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [] OTHER _____, then:

- [] Hold in the current files area _____ month(s)/_____ year(s):
 [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
 [] Destroy.
 [] Transfer to State Archives for permanent retention.
 [] Destroy immediately after cut-off.
 [] Other: (Specify) _____

see attached sheets

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>[Signature]</i>	Date <i>5/21/74</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:		<i>[Signature]</i>	<i>5/21/74</i>
Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>[Signature]</i>	<i>6-14-74</i>
State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>[Signature]</i>	<i>6-13-74</i>
Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>[Signature]</i>	<i>6-14-74</i>
Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>[Signature]</i>	<i>6-14-74</i>

STATE RECORDS
COMMITTEE



Department of Natural Resources

Joe B. Tanner
COMMISSIONER

James H. Pittman
DIRECTOR

OFFICE OF ADMINISTRATIVE SERVICES
270 WASHINGTON ST., S.W.
ATLANTA, GEORGIA 30334
(404) 656-2795

GAME AND FISH LAW ENFORCEMENT REGIONAL/DISTRICT OPERATION FILE

Included are the following documents:

A. Office General Administrative files

Fiscal and Finance: confirmation; requisition; field purchase order; reimbursement to petty cash; travel expense statement; payroll time sheet; toll call certificate; gas and oil record; contract shipping order; weekly activity report-Federal; request for approval; and other related documents.

Service and Supply: inter-office requisition for printed forms; surplus property transfer form; inventory change form; transfer of equipment; inventory adjustment document; custody receipt document; transfer shipping document; report of lost, stolen, damaged, or destroyed property; and other related documents.

Office Personnel: leave request, leave card; job description; report of performance; personnel action request; operator's report of motor vehicle accident; and other related documents.

Office Management: official correspondence, memorandums, and other communications to or from a district, regional, or the Atlanta office; records management documents; and other related documents.

DISPOSITION: Cut off file each fiscal year; hold in current files area 1 year; then destroy.

Report of State Equipment held by employee file

DISPOSITION: retain in cfa until equipment is turned into station

B. Law Enforcement Operation files: law enforcement summary; law enforcement activities-monthly progress; hunting, fishing, boating cases for year; uniform casualty report; motor vehicle accident report; drowning and water death report; boating accident report; follow-up on prosecution report; radio messages; complaints; stolen boat report; accident control report; rangers' weekly vehicle expenses radio, activities report; monthly motor expense report; report of deer killed; road-deer killed report; pond check request; crop damage report, and other related documents.

DISPOSITION: Cut off file each fiscal year; hold in current files area 2 years; then destroy.

- C. Violation Report files: report of night deer hunting violation; report of illegal fishing (coast); cases made for month; case ticket; and related documents.

DISPOSITION: Open Violation Report file: retain in current files area until final resolution of case; then transfer file to Closed Violation Report file.

Closed Violation Report file; cut off each fiscal year; hold 1 year; then destroy.

- D. Confiscated Equipment files: game and fish receipt of property; property tag; return of confiscated equipment; and related documents.

DISPOSITION: Retain in current files area until equipment is returned; then destroy.